

Printing Services

DESCRIPTION OF MAJOR SERVICES

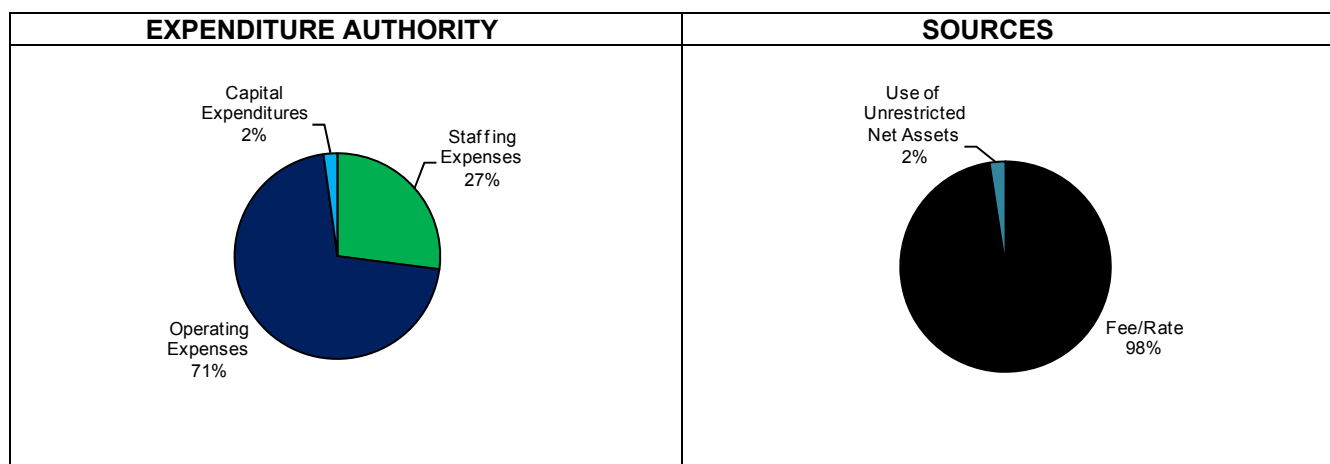
Printing Services designs, prints, and finishes high quality print production materials using the latest technology, and operates three locations for Quick Copy services.

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

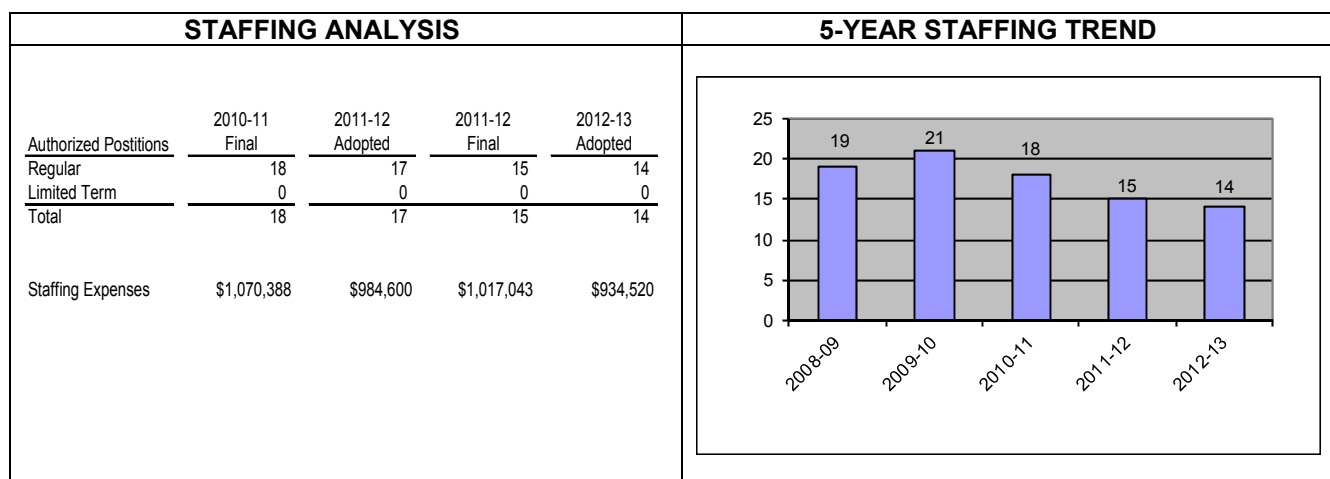
Budget at a Glance

Total Expenditure Authority	\$3,453,878
Total Sources	\$3,369,329
Net Budget	(\$84,549)
Estimated Unrestricted Net Assets	\$2,534,532
Use of Unrestricted Net Assets	\$84,549
Total Staff	14

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,192,904	1,123,607	1,070,388	983,869	1,017,043	934,520	(82,523)
Operating Expenses	3,386,528	3,241,560	3,081,818	2,677,276	2,773,485	2,444,358	(329,127)
Capital Expenditures	(224)	0	67,632	0	20,000	75,000	55,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,579,208	4,365,167	4,219,838	3,661,145	3,810,528	3,453,878	(356,650)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,579,208	4,365,167	4,219,838	3,661,145	3,810,528	3,453,878	(356,650)
Operating Transfers Out	0	0	0	0	27,000	0	(27,000)
Total Requirements	4,579,208	4,365,167	4,219,838	3,661,145	3,837,528	3,453,878	(383,650)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	4,745,298	4,485,828	4,451,608	4,187,887	4,191,976	3,369,329	(822,647)
Other Revenue	0	0	54	0	(435,000)	0	435,000
Total Revenue	4,745,298	4,485,828	4,451,662	4,187,887	3,756,976	3,369,329	(387,647)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	4,745,298	4,485,828	4,451,662	4,187,887	3,756,976	3,369,329	(387,647)
Net Budget	166,090	120,661	231,824	526,742	(80,552)	(84,549)	(3,997)
Budgeted Staffing					15	14	(1)

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall appropriation reflects a decrease of \$383,650 due to savings in equipment leases and reduction in 1 position due to the elimination of the warehouse inventory function.

Departmental revenue is decreasing by \$387,647 to reflect reduced workload and a rate decrease for color copies.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures. These expenses include the direct costs of materials, outside printing and lease costs for printing equipment.

Expenses are charged to County departments and outside agencies through the rates that the department prepares annually. In 2012-13, the Department has recommended a reduction in the rates for color copies based on a reduction in overall lease costs for copiers located at county Quick Copy centers. Departmental revenue of \$3,369,329 represents the projected revenue from the collection of rates for color copies, black and white copies, graphic design services and outside printing.

In 2012-13, the Division plans to purchase a two-color press to replace an aging fixed asset that is fully depreciated. This is being funded by unrestricted net assets and will be depreciated over the useful life of the machine. Operating expenses and continued application development for web-based billing comprise the balance of the budget.



STAFFING CHANGES AND OPERATIONAL IMPACT

The staffing changes reflect the transfer of 1 Office Assistant II in 2012-13 to Purchasing Administration in order to assume additional fiscal responsibilities.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Printing Services Manager	1	0	1	1	0	0	1
Graphic Arts	3	0	3	3	0	0	3
Quick Copy and Print Shop	10	0	10	10	0	0	10
Total	14	0	14	14	0	0	14

Printing Services Manager		Graphic Arts		Quick Copy and Print Shop	
Classification		Classification		Classification	
1	Printing Services Manager	2	Graphic Designer I	1	Binder Equipment Operator
1	Total	1	Graphic Designer II	7	Reproduction Operator I
		3	Total	2	Reproduction Operator II
				10	Total

